

Climate Adaptation and Sustainable Communities Planner

Delaware Department of Natural Resources and Environmental Control

Organization

The Delaware Division of Energy and Climate is seeking a highly motivated detailed oriented individual to support programs administrated through the Division's Climate and Sustainability Section. The position will support climate adaptation planning, sustainable community initiatives, local government coordination, land use and environmental planning , sustainable building design activities and LEED program activities, and other duties as assigned.

The Delaware Division of Energy and Climate is a fast-paced, innovative office, committed to delivering energy efficiency, renewable energy, sustainable building design, and environmental planning programs to the State of Delaware, as well as developing climate change policies to reduce emissions and protect Delaware's communities and critical resources from the impacts of climate change.

This position is a full time position located in the Division's offices in Dover, DE and has a robust benefit package including paid sick and vacation days, 10 state Holidays, health benefits and pension plan. This position is not, however a State of Delaware employee but rather is employed through the Kent Conservation District and assigned to the Division for the duties specified within.

The successful candidate will serve as support staff in the Division of Energy and Climate. The ideal candidate will have work experience in program/project management, community design and land use planning, building design, LEED documentation, life cycle analysis, and coordination of diverse stakeholders. Applicants with undergraduate and/or graduate degrees are encouraged to apply.

Job Duties

The successful candidate will work in a team setting in support of the Division's activities in climate adaptation, land sustainable community initiatives, local government outreach, land use planning, sustainable building design, , and LEED certification of the Department of Natural Resources and Environmental Control (DNREC) main campus building. Additional programs may be added to the portfolio based on Section priorities. General responsibilities include:

- Have direct interaction with climate adaptation project team members, including multiple departments across the state government and state vendors to implement the recommendations of the Climate Framework for Delaware.
- Support sustainable building activities and LEED certification of the Department of Natural Resources and Environmental Control main campus.
- Develop and implement a sustainable communities program for Delaware, in concert with other DNREC agencies and local government stakeholders.
- Help establish project sustainability goals and participate in project progress meetings and workshops.
- Communicate with rating organizations regarding questions, reviews and rulings.
- Review and comment on land use projects.
- Utilize tools and resources such as Portfolio Manager, LEED User and LEED Online.
- Research and understand green building design and operation standards.
- Educate diverse groups of stakeholders including special interest groups, customers, and public officials

Qualifications

The successful applicant will have the following experience and attributes:

- Possession of an undergraduate and/or graduate degree in engineering, building science, architecture, natural resources, environmental studies, environment or energy policy, land use planning, economics or related field is preferred.
- Work experience in a professional job and/or internship is preferred, but not required.
- LEED AP or LEED GA accreditation is preferred.
- Ability to work effectively in collaboration with diverse groups of stakeholders including but not limited to: elected officials, citizens, business interests, private industry, and others.
- Demonstrated ability to be organized, detail-oriented, independent worker, self starter, organized, and reliable.
- Excellent time management skills and the ability to work on multiple projects with varying deadlines.
- Good communication skills and desire and ability to collaborate.
- Ability to take in and process large amounts of information and data.
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Power Point, etc.)
- Desire to promote and encourage sustainability.

Compensation

Salary will be based on experience and qualifications and will generally be in the \$35k to \$40k per year range. The applicant will be housed in the Division of Energy and Climate located in Dover, DE.

To Apply:

To be considered for the position, please submit a resume and cover letter to Holly.layton@state.de.us. Applicants will be reviewed on a rolling basis. Personal interviews and references will be required. The State of Delaware is an equal opportunity employer.